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HAMILTON-WENTWORTH REGIONAL POLICE.
MUNICIPAL FREEDOM OF INFORMATION
AND PROTECTION OF INDIVIDUAL
PRIVACY: DIRECTORY OF GENERAL
RECORDS AND PERSONAL INFO. BANKS.

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GOVERNMENT DOCUMENTS

Hamilton-Wentworth Regional Police

MUNICIPAL FREEDOM OF INFORMATION and PROTECTION OF INDIVIDUAL PRIVACY

DIRECTORY OF GENERAL RECORDS and PERSONAL INFORMATION BANKS

Hamilton-Wentworth Regional Police

155 King William Street, P.O. Box 1060, Station A, Hamilton, Ontario, Canada, L8N 4C1 Telephone: (416) 522-4925

Chief of Police Colin T. Millar

December 1990

Sections 25 and 35 of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1989, require a head of an institution to prepare and make available descriptions of the institution's records and personal information banks. These descriptions are intended for use by the public to determine the information generally maintained by each institution.

The description of records and personal information banks must include:

- a description of the organization and responsibilities of the institution;
- a listing of the general types or classes of records in the custody of control of the institution;
- an index describing all the personal information banks in the custody or control of the institution including:
    - the name and location of the personal information bank;
    - the legal authority for its establishment;
    - a description of the types of personal information maintained in the bank;
    - how the information is used on a regular basis;
    - to whom the personal information is disclosed on a regular basis;
    - the categories of individuals about whom personal information is maintained; and
    - the policies and practices applicable to the retention and disposal of the personal information;
- the name, address and telephone number of the head; and
- the address to which a request for access to records should be made.

In response, the Hamilton-Wentworth Regional Police has prepared this Directory of General Records and Personal Information Banks to be made available in publicly accessible places such as public library, city/town halls, etc.

HAMILTON-WENTWORTH BOARD OF COMMISSIONERS OF POLICE

HEAD

Chairman
Hamilton-Wentworth Board of Commissioners of Police
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4
Telephone: (416) 546-4587

ORGANIZATION

The Hamilton-Wentworth Board of Commissioners of Police is responsible for the government of the Hamilton-Wentworth Regional Police. The Board is comprised of five persons who are appointed, two by the council of the Regional Municipality of Hamilton-Wentworth and three by the provincial government. The Board elects one of its members as chairman. The Board offices are located at City Hall, 71 Main Street West, Hamilton, Ontario, L8N 3T4.

The Hamilton-Wentworth Regional Police is responsible for the policing and maintenance of law and order in the Regional Municipality of Hamilton-Wentworth. The primary means of meeting this responsibility is the provision of emergency response services on a 24-hour basis. The force is comprised of three branches - the Office of the Chief of Police, Operations Bureau and Administration Bureau. Administrative headquarters for the force is located at 155 King William Street, Hamilton, Ontario, L8N 4C1.

The Office of the Chief of Police is responsible for general administration and establishing direction of the force to achieve the department's goals, maintain peace and good order, prevent crime and enforce criminal and regulatory laws in the Regional Municipality of Hamilton-Wentworth. The activities include both reactive and proactive initiatives. The Office of the Chief includes the Executive Officer , the Employee Relations office and the Chief Accountant.

The Operations Bureau is commanded by a Deputy Chief with a Staff Superintendent as his Executive Officer. The Bureau includes the three Patrol Divisions, the Traffic Division, the Criminal Investigation Division, the Special Services Division, the Duty Inspection Section and the Labour Relations Branch. The Operations Bureau is responsible for providing an adequate patrol force for the prevention and investigation of offences, incidents, motor vehicle collisions and the control of pedestrian and vehicular traffic.

The Operations Bureau also maintains divisional branches at the following addresses:

Dundas Station located at 8 Hatt Street, Dundas.

Waterdown Police Office located at 245 Dundas Street East, Flamborough.

Kenilworth Station at 351 Roxborough Avenue, Hamilton.

Stoney Creek Station located at 777 Highway 8, Stoney Creek.

Mountain Station located at 488 Upper Wellington Street, Hamilton.

Ancaster Police Office located at 334 Wilson Street East, Ancaster.

Marine Branch building situated on the Harbour Commission compound on Guise Street.

The Administration Bureau is commanded by a Deputy Chief with a Staff Superintendent as the Executive Officer. The Administration Bureau includes the Management Services Division, the Administrative Services Division, the Transport Section, the Police Buildings Section, the Courts

Section and the Professional Standards Branch. The Management Services Division is commanded by a Superintendent who oversees the Community Services Section, the Personnel Section, the Supply Services Section and the Access to Information Branch. The Administrative Services Division is under the direction of a Section Staff Inspector and oversees the Support Services Section, the Records Section and the Information Services Section.

BOARD OF COMMISSIONERS OF POLICE

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to commission meetings.

- agendas and minutes of meetings;
- annual reports;
- by-laws of the commission;
- consultant reports;
- general correspondence;
- legal advice; and
- tenders, contracts and agreements

HAMILTON-WENTWORTH REGIONAL POLICE FORCE

GENERAL CLASSES OR TYPES OF RECORDS

- access request records;
- administrative records including statistics, agendas and minutes of meetings, administrative procedures, records management, data systems development and management, property and fleet management;
- correspondence and statistics relating to police pursuits;
- crime prevention and neighbourhood watch methods;
- emergency and disaster plans;
- enforcement statistics relating to federal and provincial statutes and municipal by-law enforcement;
- equipment studies and requirements;
- financial records;
- general correspondence, news releases, audiovisual and film packages, annual reports and promotional and educational publications;
- health and safety inspection reports;
- legal procedures and records including enforcement of Federal & Provincial statutes and regulations;
- personnel management records including personnel allocation, organization charts, job classifications and descriptions, pension, benefits and insurance;
- Police Week programs;
- public awareness programs;
- public relations programs;
- planning records, audit and efficiency reports, consultant reports, policies, directives and guidelines;
- research and opinions, correspondence, tenders, contracts and agreements;
- statutes and municipal by-laws;
- traffic records;
- training programs.

MANUALS

Issued to staff to provide support for the administration, training and operation of the Hamilton-Wentworth Regional Police Force.

Hamilton-Wentworth Regional Police Position & Procedures

PERSONAL INFORMATION BANKS

Contain information relating to individuals involved in Hamilton-Wentworth Regional Police programs including employees and prospective employees, individuals subject to regulatory activity by the HWRP and individuals subject to or associated with law enforcement investigations.

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AUXILIARY POLICE

Location:	Traffic Division;
Legal Authority:	Police Services Act, R.S.O. 1990, s. 52;
Information Maintained:	Name, home address, date of birth, sex, education, employment history, character references, other information relating to engagement, service or severance, activity reports, appraisals, training records, security information;
Uses:	Evaluate eligibility for continued service;
Users:	HWRP Senior Management, Auxiliary Police Senior Management, Field Liaison Officer;
Individuals in Bank:	Individuals serving as HWRP auxiliary police;
Retention and Disposal:	While service active + 1 year inactive storage upon termination of services, then destroyed;
Retrievability:	Surname;
Access Controls:	Locked cabinets;
Official Responsible:	Staff Inspector, Traffic Division; Auxiliary Inspector Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4758

BICYCLE IDENTIFICATION RECORD

Location:	Records Branch;
Legal Authority:	Police Services Act, R.S.O. 1990, s. 42;
Information Maintained:	Name, address, telephone number, S.I.N. of bicycle owner, description of bicycle;
Uses:	Used to identify owner of lost or stolen bicycles;
Users:	Records Branch clerical staff, HWRP sworn members;
Individuals in Bank:	Registered bicycle owners;
Retention & Disposal:	Permanent;
Retrievability:	SIN;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Records Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4767

BUSINESS & KEYHOLDER INFORMATION

Location:	Information Support Services;
Legal Authority:	Police Services Act, R.S.O. 1990, s.42;
Information Maintained:	Names, address, telephone number and related information;
Uses:	Contact person(s) in emergencies, insecure premises for private businesses, public buildings;
Individuals in Bank:	Owners, employees and persons involved with premises who police can contact in the event of emergencies relating to that premise;
Retention and Disposal:	While current;
Retrievability:	Premise name, address;
Access Controls:	Computer password;
Official Responsible:	Records Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4767

CONSENT TO DISCLOSURE OF PERSONAL INFO/WAIVER RECORD

Location:	Records Branch;
Legal Authority:	Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1989, s.32 (b);
Information Maintained:	Name, address, date of birth, sex, driver's licence number (if applicable), telephone number, the organization information released to;
Uses:	Record of the written authorization to police to disclose personal information where an individual has consented to the disclosure;
Users:	Records Branch clerical and supervisory staff;
Individuals in Bank:	Individuals authorizing personal information to be released on their behalf;
Retention and Disposal:	Current + 1 year;
Retrievability:	Surname;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Records Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4767

CRIMINAL INTELLIGENCE FILES

Location:	Intelligence Branch;
Legal Authority:	Police Services Act, R.S.O. 1990;
Information Maintained:	Information on persons and organizations involved in criminal intelligence investigations relating to such things as organized crime, terrorism, corruption or other criminal activities;
Uses:	Investigate offences under the laws of Ontario and Canada; detection, and prevention of crime and the administration of justice generally;
Users:	HWRP members, law enforcement agencies, courts, other agencies involved in the administration of justice;
Individuals in Banks:	Individuals who are the subject of criminal intelligence investigations;
Retention and Disposal:	One to twenty-five years, then destroyed;
Retrievability:	Name, file number;
Access Controls:	Cabinets with restricted access, locked room;
Official Responsible:	Staff Inspector, Intelligence Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-3845

EMPLOYEE PERSONNEL AND BENEFIT RECORDS

Location:	Personnel Section/Office of the Chief of Police (Chief Accountant), also assigned Branch/Division;
Legal Authority:	Police Services Act, R.S.O. 1990, s.43;
Information Maintained:	Name, address, badge number, date of birth, telephone, sex, marital status and dependent information, citizenship, social insurance number, education, work history, health and medical records, civilian job competition tests and results, performance appraisals and probationary reviews, grievances, benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments, fingerprints and photograph, disciplinary action;
Uses:	Document employee work and training history and benefits information; administer payroll and benefits package;
Users:	Staff of Chief of Police, senior HWRP staff, Personnel staff, Regional payroll personnel;
Individuals in Bank:	Current and former employees, part-time employees and students who are or have been assigned through an educational program to work temporarily at the Force;
Retention and Disposal:	Minimum of one year after termination of services, selective purge based on internal policy;
Retrievability:	Surname;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Personnel Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-3861

EMPLOYMENT APPLICATION RECORDS

Location:	Personnel Section;
Legal Authority:	Police Services Act, R.S.O. 1990, s.43;
Information Maintained:	Name, address, date of birth, application for inquiry cards, letters of application, resumes, applicant evaluations, education test answer sheets, essays, candidate assessments, psychological test score sheets and standard correspondence, previous employment and education history;
Uses:	To identify potential candidates for employment by the Force;
Users:	Personnel staff, HWRP Senior management, Board of Commissioners of Police;
Individuals in Banks:	Applicants for positions with the HWRP Force;
Retention and Disposal:	Upon employment, file transferred to Employee Personnel and Benefit file. If unsuccessful, file transferred to inactive storage for 13 months, then destroyed;
Retrievability:	Name;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Personnel Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-3861

EQUIPMENT AND FIREARMS RECORDS

Location:	Supply Services Branch;
Legal Authority:	Police Services Act, R.S.O. 1990, s.42;
Information Maintained:	Name, badge number, uniforms and equipment issued, service revolver registrations;
Uses:	Maintain official record of uniforms, equipment and firearms issued to Force members;
Users:	Supply Services personnel and Management Services senior officers;
Individuals in Bank:	Current and former members;
Retention and Disposal:	One year after termination of services, then destroyed. Badge number not to be reissued for 10 year dormant period;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Manager, Supply Services Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4737

FINGER/PALM PRINT FILE

Location:	Identification Branch (Support Services Section);
Legal Authority:	Identification of Criminals Act, R.S.C. 1970, c. 1-1, s. 2;
Information Maintained:	Finger/palm print, name, date of birth, fingerprint section number, offence(s) for which the individual is charged;
Uses:	Investigate offences under the laws of Canada and Ontario; use in prosecutions resulting from investigations; detection and prevention of crime; provide positive identification of a person; policing, law enforcement and administration generally;
Users:	HWRP Force members, law enforcement agencies, courts and other agencies involved in the administration of justice;
Individuals in Banks:	Individuals charged with an indictable offence;
Retention and Disposal:	Adults - permanent until file closed or purged, then destroyed Young Offenders - as per Young Offenders Act;
Retrievability:	Palm - surname; Finger - fingerprint classification;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Identification Branch Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4762

FIREARMS PERMITS, ACQUISITION CERTIFICATES AND REGISTRATION

Location:	Firearms Branch (Records Section);
Legal Authority:	Criminal Code, R.S.C. 1970, c. 34, s. 106;
Information Maintained:	Name, address, date of birth, sex, applications to carry/transport/convey restricted weapons, firearms acquisition certificate application, documentation or refusals, referral hearings and revocation of certificates and permits, investigation and incident reports, general correspondence - force firearms issued to sworn force members;
Uses:	Administer and enforce federal firearms central legislation;
Users:	Firearms Branch staff, HWRP Force members, RCMP members, Ontario Provincial Police Firearm Registration Branch members, law enforcement and investigative agencies, Chief Provincial Firearms Officer;
Individuals in Bank:	Individuals registering restricted weapons, applying for or issued a firearms acquisition certificate or permit to carry/convey/transport restricted weapons, who have had permits or certificates revoked or who have been prohibited from possessing firearms;
Retention and Disposal:	Minimum of one year after last use;
Retrievability:	Surname, weapons serial number, FAC number;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Firearms Branch Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4978

INVESTIGATIVE CASE RECORDS

Location:	Records Branch;
Legal Authority:	Police Services Act, R.S.O. 1990, s.42 and Highway Traffic Act, R.S.O. 1980, c. 198, s. 173;
Information Maintained:	Name, address, date of birth, investigation, incident and motor vehicle accident reports, statements, exhibit reports, copies of court documents, court briefs and in some cases criminal records;
Uses:	Investigate and prosecute offences under the laws of Canada and Ontario and municipal by-laws; detection and prevention of crime and the administration of justice generally;
Users:	Force members, law enforcement agencies, courts, other agencies involved in the administration of justice;
Individuals in Bank:	Individuals involved in investigations under the Criminal Code, provincial statutes, municipal by-laws or who were involved in motor vehicle accidents;
Retention and Disposal:	One to twenty-five years;
Retrievability:	Surname, occurrence number, criminal record number;
Access Controls:	Cabinets with restricted access, computer password;
Official Responsible:	Records Section Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4767

PUBLIC COMPLAINTS

Location:	Professional Standards Branch;
Legal Authority:	Police Services Act, R.S.O. 1990, Parts V, VI, s.42;
Information Maintained:	Investigative reports, incident reports, statements of members, statements of witnesses and complainants, related correspondence of members and complainants;
Uses:	Investigate public complaints to identify causes and develop remedial measures, used in proceedings before tribunals or courts, produce statistics;
Users:	Board of Commissioners of Police, Staff of Chief of Police, senior staff, Force legal counsel, Professional Standards Branch staff members;
Individuals in Bank:	Individuals making general inquiries or registering complaints against the activity of the Force or its members, officers named in complaints, witnesses;
Retention and Disposal:	Minimum of one year;
Retrievability:	Name;
Access Controls:	Locked cabinets, secured premises, computer password;
Official Responsible:	S/Sergeant Professional Standards Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-3776

TRAINING COURSES

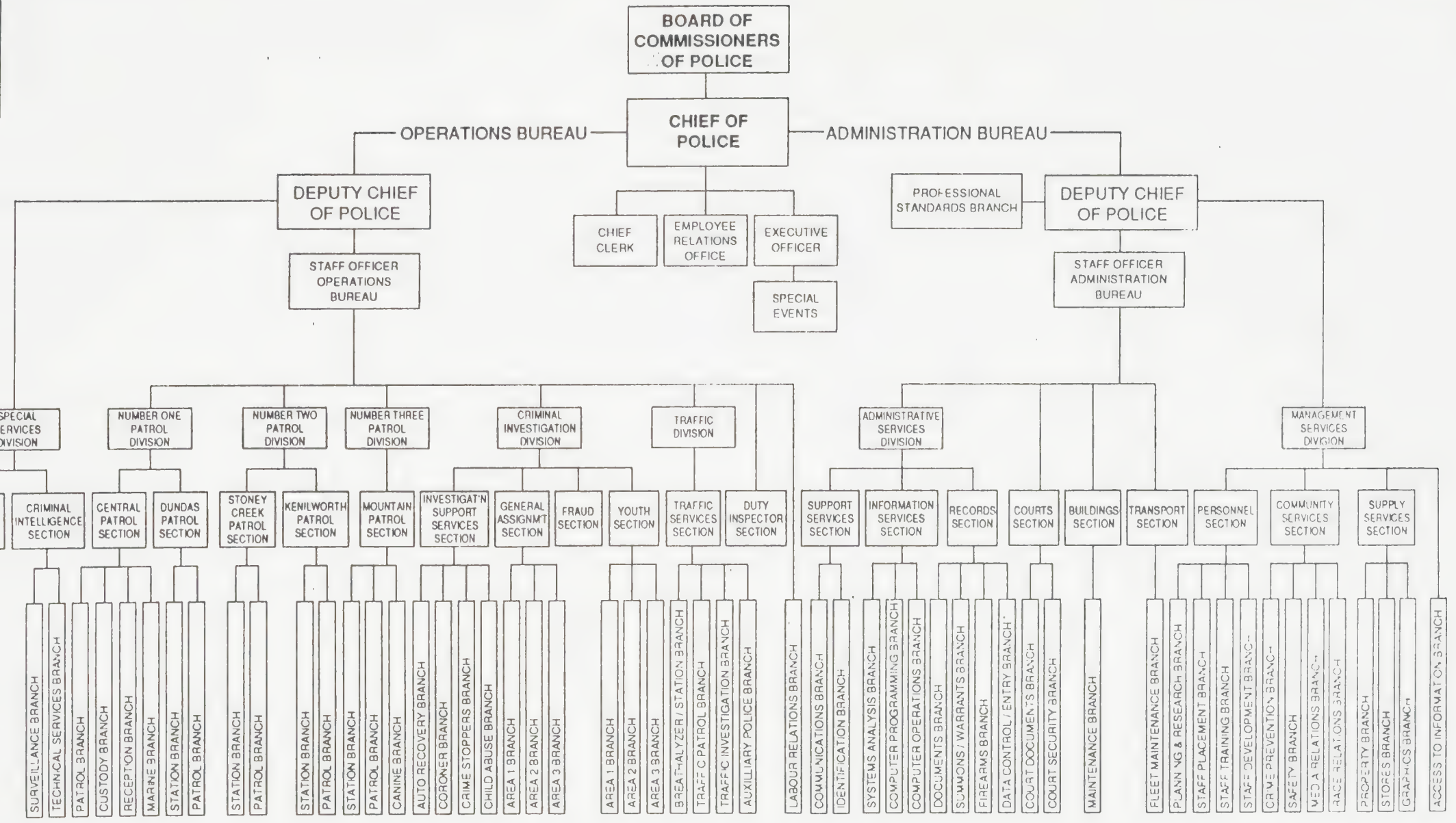
Location:	Personnel;
Legal Authority:	Police Services Act, R.S.O. 1990;
Information Maintained:	Name, badge number, courses or programs attended, may also contain assessments, examination results and other performance measures, records of achievement and related documents;
Uses:	Record of training received;
Individuals in Bank:	Members who have attended in a training course or program administered or supported by the H.W.R.P.;
Retention and Disposal:	Minimum of one year;
Retrievability:	Name;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Personnel Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-3861

WANDERING PATIENT REGISTRY

Location:	Records Branch;
Legal Authority:	Police Services Act, R.S.O. 1990, s.42;
Information Maintained:	Name, address, date of birth, sex, physical description, photograph, doctor's information, next-of-kin information, waiver, details concerning medical habits - example, Alzheimers;
Uses:	To identify and return lost or wandering persons to their residence and to the caregiver;
Individuals in Bank:	Patients prone to wandering, next-of-kin, patient's doctor;
Retention and Disposal:	Life of patient;
Retrievability:	Occurrence number;
Access Controls:	Cabinets with restricted access;
Official Responsible:	Records Supervisor Hamilton-Wentworth Regional Police P.O. Box 1060, Station A Hamilton, Ontario L8N 4C1 (416) 546-4767

milton-Wentworth Regional Police
GANIZATION CHART

Colin Millar
AUTHORIZATION - 100922 JUN90



ACCESS

Access requests may be forwarded to the address below, or submitted to the Branch office located at 155 King William Street, Hamilton, first floor.

Chief of Police
Hamilton-Wentworth Regional Police
P.O. Box 1060, Station A
HAMILTON, Ontario
L8N 4C1
Telephone: (416) 546-4727

ATTN: Coordinator
Access to Information Branch

A reading area is available within the Branch office during regular office hours.

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